



PURPOSE, RESPONSIBILITIES AND ACTIVITIES OF THE BEE CAVE COMPREHENSIVE PLAN STEERING COMMITTEE

PURPOSE

It is the experience of the lead consultant for the Comprehensive Plan Update, Wallace Roberts & Todd, LLC (WRT) that, consistent with comprehensive planning best practices nationally, the most effective way to ensure a successfully adopted and implemented comprehensive plan is for citizens to take ownership of the plan and the planning process. This gives credibility to the planning process and will help to ensure that the final plan document represents the best interests of all community constituencies. Toward this end, a Comprehensive Plan Steering Committee will be appointed by City Council to provide consensus-based direction and feedback to our staff and consultant team throughout the planning process, culminating in a recommendation for plan adoption by City Council. The commitment is expected to last between twelve and eighteen months, starting in May 2015.

Bee Cave is seeking twelve to fifteen citizens, land owners, and representatives of local businesses to comprise the Steering Committee.

RESPONSIBILITIES

The Comprehensive Plan Steering Committee will assume the following responsibilities:

- Act in an advisory role to City Council.
- Represent broad community interests.
- Model community consensus and encourage others to participate, particularly among neighborhood, civic and business organizations which members may represent.
- Promote citizen ownership and ensure “buy-in.”
- Guide and provide feedback to staff and the consultant team in the development of a Vision Statement, consideration of Alternative Growth Scenarios, and in the development of Goals, Policies and Actions in the Comprehensive Plan document.
- Champion and promote awareness, participation and support of the Comprehensive Plan.

The CSPC will NOT be responsible for conducting analyses, fact or data gathering, or for writing the Vision Statement or the Comprehensive Plan document.

ACTIVITIES

The Comprehensive Plan Steering Committee will participate in the following activities.

- Meeting Attendance
Regularly scheduled meetings of not to exceed two hours will generally occur monthly. Because of the importance of full committee participation in all decisions, members may be replaced after three consecutive absences. For most meetings, members will be requested to review materials provided in advance.
- Public Event Facilitation
The Comprehensive Plan Steering Committee will assist staff and the consultant team in interacting with the public at the following public participation events.
- Community Forum: *Issues and Aspirations*
The Community Forum will consist of an approximately 3-hour long community meeting in which participants will work in small groups to define areas of consensus on shared community values, aspirations and key issues, using a form of Strengths / Weaknesses / Opportunities / Threats (SWOT) analysis. Members of the CPSC will participate as small group facilitators and scribes, with training provided by the consultant team.
 - Meetings-in-a-Box
The exercise that was conducted in the Community Forum will be made available through meetings-in-a-box events which will occur among community and neighborhood organizations. CPSC members will be encouraged to promote and assist in facilitating these meetings among organizations they may represent.
- Community Open House: *Policy Framework and Plan Prioritization*
A half-day open house event will be conducted by the consultant team and hosted by City staff and the CPSC to allow attendees to review the Policy Framework of the Comprehensive Plan at their own pace. CPSC members will be the face of the Comprehensive Plan and be available to answer questions and to guide members of the public among various “stations” or displays which will explain plan content.
 - Meetings-in-a-Box
The exercise that was conducted in the Community Open House will be made available through meetings-in-a-box events which will occur among community and neighborhood organizations. CPSC members will be encouraged to promote and assist in facilitating these meetings among organizations they may represent.

APPLICATION PROCESS

If you are interested in becoming a member of the CPSC, please complete the attached application and return it by May 20th to Kaylynn Holloway, City Secretary, via email (kholloway@beecavetexas.gov) or in person at Bee Cave City Hall (4000 Galleria Pkwy, 78738). The City Council will make appointments prior to the kick-off meeting on June 9th, 2015.



COMPREHENSIVE PLAN STEERING COMMITTEE APPLICATION

ADDITIONAL SUPPLEMENTAL FORM REQUIRED

We strongly encourage that a brief resume be submitted along with the application.

This form is fillable. We recommend opening it through Google Chrome if the fields do not appear.

TEXAS OPEN RECORDS ACT

Notice to Applicants: Once submitted, information contained in and included with this application is considered public record and must be released if a request is made. According to Government Code Section 552.024 each employee or official of a governmental body and each former employee and official of a governmental body shall choose whether to allow public access to the information in the custody of the governmental body that relates to the person's home address, home telephone number, and e-mail address. Each employee and official and each former employee and official shall state their choice to the City Secretary's office. Please indicate your decisions.

Allow Public Access

Name:

E-mail:

Yes No

Home Address:

Yes No

Phone (Home):

Yes No

(Mobile):

(Work):

How long have you lived in and/or worked in Bee Cave?

Registered Voter?

Yes

No

Certificate Number:

Occupation, Experience/Degrees Held?

Why do you want to serve on this group?

Do you have any potential conflicts of interest?

Do you have any related experience?

What do you feel you have to offer this group?

Official Signature

Official Name (please print)

For Internal Use Only

Date Submitted:

Received By:

Once submitted, the information contained in this application is considered public record, and must be released to the public if request is made.



COMPREHENSIVE PLAN STEERING COMMITTEE APPLICATION

SUPPLEMENTAL FORM

Please fill out the following supplemental application and return to the City Secretary, along with the Committee Application.

Name:

In order to understand and contribute to issues faced by the Comprehensive Plan Steering Committee, members must have background knowledge of future land use; transportation; housing; parks, recreation, trails, and open space; public facilities and services; the environment and natural resources; community character and built form; infrastructure and utilities. The following questions are designed to help us identify skills that will be of benefit to the Committee. Please note proficiency in all of the areas is not required.

- 1) Please tell us about the community programs or committees with which you have been involved.

- 2) Please tell us what experience you have with Thoroughfare Plans, Future Land Use and Comprehensive Plans.

- 3) Please tell us about your experience with land use of parks, recreation, trails and open space.

- 4) Please tell us what your ideas are for desirable land uses that would complement existing balance and improve quality of life in the City.

- 5) Please tell us about applicable experience you have relevant to traffic management and regional mobility.